



*A State of California*

# *Employment Training Panel*

*Arnold Schwarzenegger, Governor*

June 10, 2008

Tom VanDorpe, Senior Principal  
VanDorpe Chou Associates, Inc.  
2200 West Oranewood Avenue, Suite 150  
Orange, CA 92868

Dear Mr. VanDorpe:

RE: **Final MONITORING VISIT REPORT for VanDorpe Chou Associates Retraining SB ET07-0406**

<b>Date of the Visit:</b>	4/30/08
<b>Beginning/Ending Time:</b>	11:00am – 3:30pm
<b>Date of Last Visit:</b>	7/10/07
<b>Visit Location:</b>	Orange, California
<b>Persons in attendance:</b>	Laura O'Connor; Engineering Coordinator, VanDorpe Chou Associates, Inc. (VCA); Maggie Menzel, Administrative Subcontractor, Training Funding Source (TFS); and Suzanne Godin, ETP Contract Specialist
<b>Action Items remaining from Prior Meeting:</b>	No
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	6/5/07-6/4/08	<b>Agreement Amount:</b>	\$49,062
<b>Training Start Date:</b>	6/11/07	<b>No. to Retain:</b>	37
<b>Date Training must be Completed:</b>	3/4/08	<b>Range of Hours:</b>	8-60
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	51

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

## **FINAL REPORT SUMMARY:**

### **AGREEMENT HISTORY**

The agreement was approved at the May 2007 Panel Meeting and was executed on 6/18/07. Training began on 6/11/07. Ms. O'Connor reported that all training was completed on 3/3/08 which allows for the 90-day retention period to be completed within the term ending date of the Agreement.

### **INTERVIEW WITH THE CONTRACT REPRESENTATIVE: LAURA O'CONNOR**

Ms. O'Connor reported that the ETP-funded training had been a positive experience and that without the assistance of ETP, VCA would not have been able to provide the amount of formal, structured training that it did. As a result of the skills acquired from training, interdepartmental communication has greatly improved; your employees have begun to function as a team; have a better understanding of and respect for each other's jobs; and how one individual's performance (or lack of) affects the rest of the company. Ms. O'Connor added that the training has given frontline workers the process improvement and technical skills needed to perform multiple functions and provide superior customer service to its external and internal customers. Ms. O'Connor also stated that while many local architectural firms have been forced to close their doors during this economic downturn, VCA has been able to weather the storm and stay busy. Ms. O'Connor attributed this in part to the commercial, computer and continuous improvement skills training delivered during the ETP agreement which has given staff the skills to work leaner and reduce turn around times.

### **DISCUSSION OF PROJECTED EARNINGS:**

Ms. Menzel provided Ms. Godin with projected statistics for the closeout of the Agreement. According to the records at the time of this final meeting, VCA expected to retain a total of 29 trainees (78 percent of planned retentions) who had completed the specified range of class/lab hours (8-60) and retention period. VCA tracked 1,636 eligible hours on the ETP class/lab tracking system for the aforementioned 29 trainees. Therefore, VCA is eligible to earn \$42,536 (87 percent of the encumbered amount) if all other agreement conditions are met. As of the date of this report, VCA had received \$31,482.75 in progress payments.

Ms. Godin reminded those present that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement, which is **6/04/08**. If you are unable to submit the closeout invoice by that date, a request for an extension must be submitted to ETP's Fiscal Unit Manager, Kulbir Mayall.

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	34	<b>Completed Training:</b>	29
<b>Trainees Enrolled:</b>	34	<b>Completed Retention:</b>	29
<b>Dropped Following Enrollment:</b>	5	<b>In Retention Period:</b>	0
<b>No. Completed Minimum Reimbursable Hours :</b>	29		

### **TRAINING STATUS:**

The statistical data submitted by Ms. O'Connor during this visit, as detailed above, agreed with the information contained on ETP's Trainee Status Report.

### **ATTENDANCE ROSTERS:**

Ms. Godin reviewed attendance rosters from 6/11/07 – 3/03/08 for 7 trainees and compared them to the hours entered into the ETP on-line tracking system.

<b>Attendance Rosters reviewed:</b>	<b>6/11/07-3/03/08</b>	<b>Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.</b>	<b>YES</b>
-------------------------------------	------------------------	--	------------

### **INVOICES:**

Ms. Godin validated Invoice #4 for Progress Payment (PP) #1 (Enrollment) for 1 trainee and Progress Payment #2 (Completion of Training) for 6 trainees; Invoice #3 for PP1 for 1 trainee; Invoice #2 for PP1 for 4 trainees; and Invoice #1 for PP1 for 2 trainees in Job 1. The analyst verified that each trainee had completed the requisite number of hours before the date of submission of the invoices.

<b>Documentation reviewed was consistent with information reported on Invoice</b>	<b>1-4</b>	<b>Yes</b>
<b>Progress Payment</b>	<b>1, 2,</b>	<b>Yes</b>
<b>Final Payment</b>		<b>N/A</b>

### **AUDIT:**

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

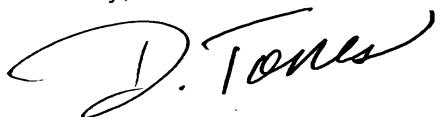
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at [sgodin@etp.ca.gov](mailto:sgodin@etp.ca.gov) within ten (10) working days from the receipt date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Torres", written in a cursive style.

Diana Torres, Manager  
San Diego Regional Office

A handwritten signature in black ink, appearing to read "SGodin", written in a cursive style.

Suzanne Godin, Contract Analyst  
San Diego Field Office

cc: Amber Luiz, Assistant Director  
Kulbir Mayall, Fiscal Manager  
Master File  
Project File